

Attachment 1
PART I: General IT Investment Information

Agency					
Bureau					
Name of Project					
Project Initiation Date					
Project Planned Completion Date					
This Project is: Initial Concept ____ Planning ____ Full Acquisition ____ Steady State ____ Mixed Life Cycle ____					
Did the CFO review the cost goal?	Yes ____		No ____		
Is this investment included in your agency's annual performance plan or multiple agency annual performance?	Yes ____		No ____		
Does the project support homeland security goals and objectives, i.e., 1) improve border and transportation security, 2) combat bio-terrorism, 3) enhance first responder programs, 4) improve information sharing to decrease response times for actions and improve the quality of decision making?	Yes ____		No ____		
Is this project information technology?	Yes ____		No ____		
For information technology projects only:					
a. Is this project a Financial Management System?	Yes ____		No ____		
If so, does this project address a FFMIA compliance area?	Yes ____		No ____		
If yes, which compliance area?					
b. Does this project implement electronic transactions or record keeping that is covered by the Government Paperwork Elimination Act (GPEA)?	Yes ____		No ____		
If so, is it included in your GPEA plan (and does not yet provide an electronic option)?	Yes ____		No ____		
Does the project already provide an electronic option?	Yes ____		No ____		
c. Was a privacy impact assessment performed for this project?	Yes ____		No ____		
d. Was this project reviewed as part of the FY 2002 Government Information Security Reform Act review process?	Yes ____		No ____		
d.1. If yes, were any weaknesses found?	Yes ____		No ____		
d.2. Have the weaknesses been incorporated into the agency's corrective action plans?	Yes ____		No ____		

e. Has this project been identified as a national critical operation or asset by a Project Matrix review or other agency determination?	Yes ____		No ____	
e.1. If no, is this an agency mission critical or essential service, system, operation, or asset (such as those documented in the agency's COOP Plan), other than those identified above as national critical infrastructures?	Yes ____		No ____	

SUMMARY OF SPENDING FOR PROJECT STAGES (In Millions) (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY-1 and Earlier	PY 2002	CY 2003	BY 2004	BY+1 2005	BY+2 2006	BY+3 2007	BY+4& Beyond	Total
Planning:									
Budgetary Resources									
Outlays									
Acquisition :									
Budgetary Resources									
Outlays									
Total, Sum of Stages:									
Budgetary Resources									
Outlays									
Maintenance:									
Budgetary Resources									
Outlays									
Total, All Stages:									
Budgetary Resources									
Outlays									

I. A. Project Description

1. Provide a brief description of this project and its status through your capital planning and investment control (CPIC) or capital programming "control" review for the current cycle.
2. What assumptions are made about this project and why?
3. Provide any other supporting information derived from research, interviews, and other documentation.

I. B. Justification (All Assets)

1. How does this investment support your agency's mission and strategic goals and objectives?
2. How does it support the strategic goals from the President's Management Agenda?
3. Are there any alternative sources in the public or private sectors that could perform this function?
4. If so, explain why your agency did not select one of these alternatives.
5. Who are the customers for this project?
6. Who are the stakeholders of this project?
7. If this is a multi-agency initiative, identify the agencies and organizations affected by this initiative.
8. How will this investment reduce costs or improve efficiencies?
9. List all other assets that interface with this asset _____. Have these assets been reengineered as part of this project? Yes ____ No _____.

I. C. Performance Goals and Measures [Reserved.]**I. D. Program Management [All Assets]**

1. Is there a program manager assigned to the project? If so, what is his/her name?	Yes		No	
2. Is there a contracting officer assigned to the project? If so, what is his/her name?	Yes		No	
3. Is there an Integrated Project Team?	Yes		No	
3.a. If so, list the skill set represented.				
4. Is there a sponsor/owner?	Yes		No	

I. E. Alternative Analysis [Reserved.]**I. F. Risk Inventory and Assessment [Reserved.]**

I. G. Acquisition Strategy [Reserved.]

I. H. Project and Funding Plan

I.H.1. Description of performance-based management system (PBMS): [Reserved.]

I.H.2. Original baseline (ITIB-approved at project outset):

What are the cost and schedule goals for this phase or segment/module of the project (e.g., what are the major project milestones or events; when will each occur; and what is the estimated cost to accomplish each one)? Also identify the funding agency for each milestone or event if this is a multi-agency project. If this is a multi-agency project or one of the President's E-Gov initiatives, use the detailed project plan with milestones on the critical path, to identify agency funding for each module or milestone. (This baseline must be included in all subsequent reports, even when there are OMB-approved baseline changes shown in I.H.3).

Cost and Schedule Goals: Original Baseline for a Phase/Segment/Module of Project					
Description of Milestone	Schedule			Planned Cost	Funding Agency
	Start Date	End Date	Duration (in days)		
1.					
2.					
3.					
Completion date:				Total cost estimate at completion:	

I.H.3. Proposed baseline/current baseline [Reserved.]

I.H.4. Actual performance and variance from OMB-approved baseline (original or current):

A. Show for each major project the milestones or events you planned (scheduled) to accomplish and the cost and what work was actually done and the cost. If this is a new project in the current budget year, this section will be blank for your initial submission.

Comparison of OMB-Approved Baseline and Actual Outcome for Phase/Segment/Module of a Project

Description of Milestone	OMB-Approved Baseline					Actual Outcome			
	Schedule			Planned Cost	Funding Agency	Schedule		Percent Complete	Actual Cost
	Start Date	End Date	Duration (in days)			Start Date	End Date		

1.

2.

3.

Completion date: OMB-approved baseline:

Estimated completion date:

Total cost: OMB-approved baseline:

Estimate at completion:

B. Provide the following project summary information from your EVMS software: [Reserved.]

C. [Reserved.]

D. [Reserved.]

E. [Reserved.]

F. [Reserved.]

G. [Reserved.]

Part II: Additional IP Criteria for Information Technology

II. A. Enterprise Architecture (EA)

II.A.1 Business

A. Is this project identified in your agency's EA? If not, why?

B. Explain how this project conforms to your departmental (entire agency) EA.

C. Identify the Lines of Business and Sub-Functions within the Federal Enterprise Architecture Business Reference Model that will be supported by this initiative.

D. Briefly describe how this initiative supports the identified Lines of Business and Sub-Functions of the Federal Business Architecture.

E. through I. [Reserved.]

II.A.2 Data

- A. What types of data will be used in this project?
- B. Does the data needed for this project already exist at the federal, state, or local level? If so, what are your plans to gain access to that data?
- C. Are there legal reasons why this data cannot be transferred? If so, what are they and did you address them in the barriers and risk sections above.
- D. [Reserved.]

II.A.3 Application and Technology

- A. Discuss this initiative/project in relationship to the application and technology layers of the EA. Include a discussion of hardware, applications, infrastructure, etc.
- B. Are all of the hardware, applications, and infrastructure requirements for this project included in the EA Technical Reference Model? If not, please explain.

II. B. Security and Privacy

NOTE: Each category below must be addressed at the project (system/application) level, not at a program or agency level. Referring to security plans or other documents is not an acceptable response.

- II.B.1. How is security provided and funded for this project (e.g., by program office or by the CIO through the general support system/network)?
 - A. What is the total dollar amount allocated to security for this project? List dollars by fiscal year.
- II.B.2 Does the project (system/application) meet the following security requirements of the Government Information Security Reform Act, OMB policy, and NIST guidance?
[Reserved.]
- II.B.3. How does the agency ensure the effective use of security controls and authentication tools to protect privacy for those systems that promote or permit public access?
[Reserved.]
- II.B.4. How does the agency ensure the handling of personal information is consistent with relevant government-wide and agency policies.
- II.B.5 If a Privacy Impact Assessment was conducted, please provide a copy of OMB.
[Reserved.]

II. C. Government Paperwork Elimination Act (GPEA)

II.C.1 If this project supports electronic transactions or record-keeping that is covered by GPEA, briefly describe the transaction or record-keeping functions and how this investment relates to your agency's GPEA plan.

II.C.2 What is the date of your GPEA plan? [Reserved.]

II.C.3 Identify any OMB Paperwork Reduction Act (PRA) control numbers from information collections that are tied to this investment. [Reserved.]